<center>**Instructions**</center>

GENERAL

This report is intended to provide a general description of your library and the services it provides to library users. The information collected will be published in the 2005 *Wisconsin Public Library Service Data* and the *2006 Wisconsin Public Library Directory*. It will also be made available on the Department of Public Instruction's web site. Selected data elements will be transmitted to the National Center for Education Statistics for creation of a national database of public library information.

When completing the annual report, please do not leave any questions blank unless that is allowed in the instructions. (Unused lines for board members and staff should be left blank.) Use "0" to indicate "zero" or "none." For numeric responses, use "-1" to indicate "not available" or "not applicable**."** If you can provide a reasonable estimate for an item for which you do not have an exact figure, please do so. Library board or staff positions that are vacant should be indicated with the word, "Vacant."

Some of your library information has been provided on the electronic form. Please review this information carefully and change only those items that are not correct.

If, while completing this form, you wish to add an explanation or comment concerning an entry, each section of the electronic form ends with a screen for comments. If clarification or other assistance is needed in completing this form, please **contact Alan Zimmerman, Division for Libraries, Technology, and Community Learning, at (608) 266-3939 or alan.zimmerman@dpi.state.wi.us, or contact your system headquarters.**

I. LIBRARY IDENTIFICATION AND GENERAL INFORMATION

This section requests basic information on the library's public service outlets. Report information for items 1 through 20 as of the date of this report.

1. Enter the complete **legal name** of the public library.
2. Enter the name of your **public library system**.
3. Enter the **first name** of the **head librarian / director** as of the date of this report.
3a. Enter the **last name** of the **head librarian / director**.
4. Enter the **certification grade** (1, 2 or 3) of the head librarian/director.
4a. Enter the **certification grade type** (provisional, temporary, regular or permanent) of the head librarian/director
5. Enter the **date the certification of the head librarian/director will expire**. All certifications expire on the last day the month. For example, certification through May 2008 would expire May 31, 2008. Leave blank only for permanent certifications.
6. Enter the complete **street address** of the main library. This should be the location where the principal collections are kept.
6a. Enter the **mailing address** (e.g. PO Box number) if different from the street address. Otherwise leave blank.
7. Enter the name of the **municipality** in which the library is located.
8. Provide the name of the **county** in which the library is located. If the library's municipality is located in two counties, provide the name of the county used for system membership purposes.
9. Enter the library's **five digit postal zip code plus** the 4-digit zip code extension.
10. Provide the **telephone number** (including area code) of the library.

11. Provide the **fax number** for the library. If there is no library fax number, leave blank.
12. If applicable, provide the **director's email address**. Otherwise leave blank.
13. If applicable, provide the **library's web address**. Otherwise leave blank.
14. **A branch library** is a library auxiliary unit which has at least all of the following: (1) separate quarters, (2) an organized collection of library materials, (3) paid staff, and (4) regular scheduled hours for being open to the public. Branches are, however, administered from the central library. If the library has no branches, enter 0. If your library has branches, enter the number of branches in the space provided and attach to your print copy a list of all branches. Include branch name, full address including ZIP code plus 4, telephone number, hours open, person in charge and square footage as defined below in 21.
15. **A bookmobile** is a traveling branch library. It consists of at least all of the following: (1) a truck or van that carries an organized collection of library materials;(2) paid staff; and (3) regularly scheduled hours (bookmobile stops) for being open to the public. Count the number of vehicles in use, not the number of stops the vehicle makes. Enter the total number of bookmobiles in the space provided.
16. **Other public service outlets** are locations to which library materials are distributed for lending but at which there is no permanent collection or library staff. Do not report bookmobile stops. Include collections in nursing homes, jails, etc. Enter the total number of other public service outlets in the space provided.
17. Indicate whether or not your library operates a **books-by-mail** program.
18. A public library may be legally organized as a **joint public library**. This means the library was created by two or more municipalities or by a county and one or more municipalities in whole or in part in the county. Indicate whether this library is a joint library established under Wis. Statute.43.53.
19. **Hours open** per week are the public access hours for the main library for winter and summer. Indicate the opening and closing time for each day the library is open in a typical week. If the library closes and reopens during a day, please use the Comments field below to report hours closed. Enter the total hours open per week. Indicate the effective date of the start of the seasonal hours and the number of weeks during the year to which these hours apply.
20. The **annual service hours** are the sum of annual public service hours for the main library, bookmobiles, and all branches **for the year just ended**. Public open hours of all facilities are totaled regardless of whether or not they were open at the same time. For each bookmobile, count the hours the bookmobile is open to the public, but do not include travel time between stops. Minor variations in scheduled public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other events should be excluded even if staff is scheduled to work. Do not include hours for deposit collections or other similar service outlets. **All libraries should calculate the annual hours open.**
Example: If a library with no branches is open 40 hours per week all year, it would report 2,080 hours (40 x 52). If this library had three branches open the same number of hours as the main library, the total service hours per week would be 160 (40 hours per week for the main library plus 3 x 40 = 120 hours per week for branches). The reported total annual hours would be 8,320 (160 x 52).
21. Report the **square footage** of the main public library. Provide the area, in square feet, of the main public library building here. Libraries with branches report the square footage of branches in the branch attachment request in 14 above. Report the total area in square feet for each outlet separately. The square footage is the area on all floors enclosed by the outer walls of the library or branch. Include all area occupied by the library, including those areas off-limits to the public. Include any area shared with another agency or agencies if the library or branch has use of that area.

II. LIBRARY COLLECTION

Libraries should report the number of physical units and titles owned. Unless otherwise indicated, report physical units and titles held at the end of the year. *This section of the report collects data on selected types of materials. It does not cover all materials. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.*

Physical units are volumes, items or pieces. Items that are packaged together as a unit, e.g., two compact discs, several audiocassettes for one recorded book, or two videocassettes, and are generally checked out as a unit, should be reported as **one** physical unit. A **title** is a publication that forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. The term applies equally to print materials, such as books and periodicals, and to audiovisual materials and microforms. Report duplicate copies as one title.

Examples: The World Book Encyclopedia would be 1 title and 26 physical units. Six copies of the same book would be 1 title and 6 physical units. A packet containing six audiotapes of a book would be one physical unit.

Books are non-periodical printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents.

Serials are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals, some government documents; some reference tools, and numbered monographic series. Except for the current volume, count unbound serials as volumes when the library has at least half of the issues in a publisher's volume. Report the number of serial volumes; do not report individual issues. Serials packaged together as a unit (e.g., a 2-volume serial monograph) checked out as a unit are counted as one physical unit.

1. Enter the number of **books in print added** during the year. Do not subtract from these figures the number withdrawn**.**
2. Enter the number of **serial volumes in print added** during the year. Do not subtract from these figures the number withdrawn. See the definition of serials above. Except for the current volume, count unbound serials as volumes when the library has at least half of the issues in a publisher's volume. *Report the number of serial volumes; do not report individual issues***.**
3. Enter the total number of **books in print owned** at the end of the year. See above definition.
4. Enter the total number of **serial volumes in print owned** at the end of the year. *Report serial volumes; do not report individual issues.* See above definition.
5. Enter the number of physical units of **audio materials** held at the end of the year. Audio materials are materials on which only sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings.
6. **Electronic Books** (E-Books) are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

   Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

7. **Databases** are a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Report the number of databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired by your library, *but do not include databases provided by the public library system or through BadgerLink*. (The number of databases provided by your system and through BadgerLink will be added to the database count reported here to provide the number of databases available at the library.)

      Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface.

8. Enter the number of physical units of **video materials** held at the end of the year. Video materials are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sounds, using a television receiver or monitor. Video formats may include tape, DVDs, CD-ROM, etc.

9.. Describe and report the number of physical units held at the end of the year in any **special collection(s) of other materials owned** not already reported that the library would like to report. A response is not required.

10. Report the total number of current **print serial subscriptions** (not volumes) **and titles received**. Subscriptions refers to the arrangement by which, in return for a sum paid in advance, serials are provided for a specified number of issues. These are print subscriptions only, not electronic or digital subscriptions. Count both subscriptions purchased from the library's budget and those subscriptions donated to the library as gifts. The total number of subscriptions received, including duplicates, should be reported in the first column. The total number of titles should be reported in the second column. Include subscriptions for all outlets. Do not report the number of individual issues. *Example: Three current subscriptions to Time and 4 subscriptions to Newsweek would be reported as 7 for the number of subscriptions and 2 for the number of titles.*

11. **Current electronic serial subscriptions** are arrangements by which, in return for a sum paid in advance, electronic serials are provided for a specified number of issues. Report the number of current electronic and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

III. LIBRARY SERVICES

1. Provide **total annual circulation** for the past year by age classification. Report the total annual circulation of all library materials of all types, including renewals. **Circulation of children's material** is the annual circulation (including renewals) of all children's material in all formats to all users.
   A **circulation transaction** is the act of loaning materials in all formats for use outside the library. This activity includes checking out materials to users, either manually or electronically, and also renewing, each of which is reported as a circulation transaction. Include items circulated from all

library units (e.g., main library, branches, bookmobiles, and book-by-mail programs) administered by the library board. Interlibrary loan items provided to the library and checked out by the library should be reported here as a circulation. *Do not include interlibrary loan items sent, or checked out to, another library.*

2. **Interlibrary loans** are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loan are not under the same administration. Report annual totals.

2a. Report the annual total loans of materials, or copies of materials, **provided to** other libraries upon request. (These are not included in the circulation count.)

2b. Report the annual total loans of materials, or copies of materials, **received from** other libraries upon request. (These are included in circulation if they are checked out to users.)

3. A **registered borrower** is a library user who has applied for and received an identification number or card from the public library that establishes the conditions under which the user may borrow materials. Do not report this figure unless the library has purged its files at least once within the last five years**.** If a current count is not available, enter "-1."

3a. **Residents** are persons living in the library's municipality. Enter the number of **registered residents.**

3b. **Nonresidents** are persons served by the library but who live outside of the library's municipality. Enter the number of **registered nonresidents**.

3c. Enter the **total number of registered borrowers**.

4. Enter the total annual count or estimate for **reference transactions**. A reference transaction is an information contact which involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include printed and non-print materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and persons both inside and outside the library. The request may come in person, by phone, by fax, by mail, or by electronic mail or networked electronic reference service from an adult, a young adult, or a child.
    Do not count directional transactions or questions of rules or policies in the report of reference transactions. Examples of directional are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

5. Report total annual count or estimate for **library visits**. This is the total number of persons entering the library for any purpose during the year.

6. Report the annual number of **users of electronic resources in the library.** Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.
    Note: Count the number of users that use electronic resources, regardless of the time spent on the computer. A user who uses the library's resources three times a week would count as three customers. The number of users may be counted manually using registration logs. If the data element is collected as a weekly figure, that figure should be multiplied by 52 to annualize it.

7. Report total annual count or estimate for **in-library use of library materials**. This is the total number of materials utilized in the library by users and staff, but not checked out. Include reference books, periodicals, book stock, and all other library materials that are used within the library. *NOTE: This item is not required for the annual reports. Report it if available.*

8. Report the number of **items in bulk loan and rotating collections** loaned from this library. Do not report the actual or estimated circulation of these items by the library, school or other organization receiving the bulk loan. Bulk Loans are collections of material selected by library staff and loaned to institutions (e.g. schools, nursing homes and day care centers) *NOTE: This item is not required for the annual reports. Report it if available.*

9. Report total annual count for **adult and children's programs and program attendance**. A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Total **attendance at library adult programs** is a total count of the audience at all these library programs during the reporting period.

   A **children's program** is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Examples of these types of programs include story hours and summer reading events. Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs.. (Note: *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.)
   Children's program attendance is the count of the audience at all programs for which the primary audience is children 14 years and under. Include adults who attend programs intended primarily for children
   Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.
10. Report the number of library personal **computers (PCs),** dumb **terminals and laptops,** whether purchased, leased or donated, used by the **general public** in the library. Of this total, report the number that are Internet terminals.

IV. LIBRARY GOVERNANCE

1. Provide a complete list of all board members and officers as of the date of this report. Report changes in board membership as they occur to the Division for Libraries, Technology, and Community Learning and your system. When reporting new members, please indicate departing members so that board membership can be updated.
2. Provide the number of library board members. Include vacancies authorized but not filled.

V. LIBRARY OPERATING REVENUE

Report income used for operating expenditures as defined at the beginning of Section VI. Report income by original source of income (federal, state, county or other). This may require the library to contact its system to determine the source of funding provided by the system to the library. *Do not report income for capital expenditures, or income passed through to another agency (e.g., fines). (See the definition of library capital funds in Section VII below.)* Report for the calendar year just ended and round amounts to the nearest dollar.

Local and county government appropriations for library service are all tax and non tax receipts designated by the municipality(s) or county of the public library and available for expenditure by the library.

Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. Indicate separately funds expended by the local government directly for library services. (For example, employee fringe benefits or library heating and electrical expenses for a shared facility may be paid directly by the municipality. If documented, these expenditures would be indicated separately, and in addition to the library's appropriation, under income from local or county sources.) *Do not include the value of any contributed or in-kind services. Do not include the value of any gifts and donations, fines, or fees here.*

1. Report **appropriations from the library local municipali**ty as applicable. Do not include county appropriations, contract income or donations here.
1a. Enter the name of the city. Report **appropriations received from the city** that established the library.
1b. Enter the name(s) of the village(s). Report **appropriations received from the village(s)** that established the library.
1c. Enter the name(s) of the town(s). Report **appropriations received from the town(s)** that established the library.
1d. Enter the name of the Tribe. Report **appropriations received from the tribe** that established the library.
2. Report the **county appropriation** received by the library here. This will include **home county** funds transferred to the library through the system or a county service. Provide the name of the county. *County payments from other counties should be reported as contract income.*
3. **State funds** received from your public library systems, or from another state program, and system state funds carried forward from the previous year should be reported here. Your system can verify the amount of state aid to public library systems funds paid to your library. Attach a list of state-funded projects if necessary. Revenue reported here should not be reported as contract income (5 below), or as funds not expended in the previous year (6 below). If state funds were expended or budgeted for capital outlays, such as major equipment purchases, they should be reported under Section VII, LIBRARY CAPITAL INCOME, EXPENDITURES AND DEBT RETIREMENT.
4. **Federal funds** are any federal government funds distributed to the library for expenditure by the public library, including federal funds distributed by the state. Enter the name of the federal program and the amount received. Report Library Services and Technology Act (LSTA) grant awards to your library here and enter the grant number(s). *LSTA grant awards to systems that are used to reimburse your library for expenses, or otherwise passed through to your library, should also be reported here.* If these funds were expended or budgeted for capital outlays, such as major equipment purchases, they should be reported under Section VII, LIBRARY CAPITAL INCOME, EXPENDITURES AND DEBT RETIREMENT.
5. **Contract income** is income received from government units, libraries, and counties and library systems other than your county or your system for services provided by the library. Funds received from your system or county should be reported as county, state or federal income. If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, report the income in Section VIII, MUNICIPAL INCOME FOR LIBRARY SERVICES. Do not report federal Library Service and Technology Act grants received from the state or system, or state funds from your public library system, as contract income. *Important: Enter the name of the agency from which your library received contract income and the amount received.*

6. **Funds carried forward from 2004** include all funds carried forward from the previous year and available for library operating expenditures in 2005, except for state aid funds reported in 3b above.
7. **All other operating income** is any operating income other than that reported in items 1 through 6 above. Report gifts, donations, interest, fines, and fees here if the funds were available for library use. Do not include the value of any contributed services or the value of in-kind gifts and donations. Do not include endowment and trust funds that were not available to the library for expenditure during the report year. Those funds should be reported in an attachment (see Section X, TRUST FUND REPORT).
8. Enter the **sum** of lines 1 through 7.
9. Enter the **2006 appropriation** provided by your governing body for public library service. This is the amount you anticipate reporting next year on line 1 above if yours is a municipal library, or on line 2 if yours is a county library. Joint libraries should attach to the printed report a listing of appropriations from each participating municipality. Libraries filing electronically should use the Comments field at the end of this section to list appropriations from each participating municipality.
10. Indicate whether your library's municipality was exempt from the county library tax under Wisconsin Statutes 43.64(2) in 2005.

VI. LIBRARY OPERATING EXPENDITURES

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) Also, see the definition of capital funds in the immediately following section (VII).

1. Enter the amount of **salaries and wages** for all library staff including plant operation, security and maintenance staff for the year just ended.
2. Enter the amount of **fringe benefits** outside of salary and wages paid and accruing to employees, including plant operations, security, and maintenance staff. Include amounts for paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workman's compensation, tuition, and housing benefits.
3. Enter operating **expenditures for materials** purchased or leased for use by the public in the following categories:
3a. **Print material** is material consisting primarily of words and usually produced by making an impression with ink on paper. Included in the category are books, current print serial subscriptions, government documents, and any other print acquisition. Include book rentals, but exclude binding and rebinding.
3b. **Electronic materials** include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Report all operating expenditures for electronic (digital) materials. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

3c. **Audiovisual materials** are library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic material, audio material, motion pictures, and video material; also special visual materials such as maps and three-dimensional materials.

3d. Report all operating expenditures for **other materials**.

3 **Subtotal**. Add 3a through 3f and enter the total expended on the library's collection.

4. Report here any expenditure for **contract** arrangements with other libraries, their municipalities, or public library systems. The funds reported here are the funds paid out by your library. *Indicate the organization(s) receiving the funds*.

5. Report all operating expenditures other than those included above. **Other expenditures** include operation and maintenance of the physical facility, heating, lighting, postage, telephone, telecommunication charges, binding, supplies, and repair or replacement of existing furnishings and equipment.

6. Report the **total library operating expenditures** for the year just ended. The amount reported must equal the sum of lines 1 through 5.

7. Of the amount reported on line 6, report **the amount expended from federal program sources.** This amount is needed to calculate the county reimbursement for nonresident access to the library.

VII. LIBRARY CAPITAL INCOME, EXPENDITURES AND DEBT RETIREMENT

Report all revenue to be used for major capital expenditures and capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations; f) new vehicles; and g) and other one-time major projects. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do not include as income funds unspent in the previous year.

1. Enter **capital income and capital outlays by source** for the year just ended.

2. Enter **debt retirement** payments, if any.

VIII. MUNICIPAL INCOME FOR LIBRARY SERVICES

Report the funds received by your municipality, during the calendar year of this report, in payment for public library services if the funds were not provided to the library board but were paid directly to the municipality. List the sources of these funds individually.

IX. STAFF

Report as of the last day of the year just ended. Indicate all positions funded in the library's budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 10 or fewer employees must include all employees under 1a and 1b. Libraries with more than 10 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel and must complete question 2. Include maintenance, plant operation and security staff paid by the library.

1   **Librarians** are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

1a. Provide the requested information on **library staff persons holding the title of Librarian**. If the individual holds a master's degree from a program of library and information studies accredited by the American Library Association, indicate in the column headed MLS(ALA). Indicate other master's degree or Ph.D. positions in the spaces provided. Provide the annual salary for positions for the year just ended. Enter the hours worked in a typical week.

1b. Libraries with 10 or fewer employees must complete this section. Libraries with more than 10 employees must provide a summary of this information on line 2b below. Enter **other paid staff** information as requested. This includes all other employees paid from the library's budget, including plant operation, maintenance and security personnel.

If your library has 10 or fewer employees, you may leave the remainder of this section blank and go to the next section. The division will use the information provided above to complete question 2 following.

2.   The **full time equivalent (FTE)** for any staff category is determined by summing the total hours worked per typical week by all category employees and dividing by 40. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. For example, if a library has 15 employees working 37.5 hr/week each, then the FTE calculation is [15 x 37.5) / 40] or 14.06 FTEs. Round to two decimal places.

2a. Complete the following for **employees holding the title of Librarian** (see definition of librarian above). Do not include any employee in more than one category.

2a1. Divide the total hours worked per typical week by 40 for all employees with **Master's degrees from programs accredited by ALA**. Enter the result in the space provided on line 2a1.

2a2. Divide the total hours worked per typical week by 40 for all employees with **other master's degrees or other graduate degrees**. Do not include persons reported above on 2a1. Enter the result in the space provided on line 2a2.

2a3. Divide the total hours worked per typical week by 40 for all **other persons holding the title of librarian.** Enter the result in the space provided on line 2a3.

2a   **Subtotal**. To determine the **FTE for persons holding the title of librarian**, sum the calculations from 2a1, 2a2 and 2a3 above and enter in the space provided on the subtotal line.

2b. Determine the total hours worked per typical week by all other staff paid from the library budget. Include plant operation, security, and maintenance staff. Divide this number by 40 and enter the figure in the space provided.

2c. Add the FTEs reported on 2a and 2b and enter the sum in the space provided. This is the total library staff-full time equivalent.

X. TRUST FUND REPORT

Report here any funds held by the library board that have not been reported in a previous section. Wisconsin Statutes s. 43.58(7)(d) requires that an annual report of trust fund activity be provided to the library board and the Division for Libraries and Community Learning. If your library has a trust fund, attach the trust fund report to the print copy of this annual report filed with the division.

Wisconsin Statutes s.43.58(7)(d) reads as follows:

> (d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income and disbursements from the trust funds in his or her charge. Such report shall also be appended to the annual report of the library board under s.43.58(6).

Report the total amount of other funds and trust funds held at end of year.

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

Nonresidents are library users who live outside the library's legal service jurisdiction, that is, the governmental unit(s) establishing the public library. For consolidated county libraries it means outside the county. For joint libraries it means outside the municipalities which are members of the joint library. Circulation is defined above in Section III, LIBRARY SERVICES**.**

Provide the requested information for each line. The information provided on line 2b*, Circulation to nonresidents living in your county – Those without a library*, will be needed to calculate the county reimbursement for nonresident use of the library. *For those libraries in communities with territory in more than one county, report nonresident use for your home county only on line 2b. Report other county nonresident use on line 3 or 4 as appropriate.* For more information, see *Guidelines for Collection of Public Library Nonresident Usage Statistics*. This publication is available from the Division for Libraries, Technology, and Community Learning or may be found at http://www.dpi.state.wi.us/dpi/dlcl/pld.

8. "Does your library deny access to residents of adjacent public library systems on the basis of *Wis. Statute 43.17(11)(b)?"* The statute reads as follows.

   A public library in a public library system may refuse to honor valid borrowers' cards of a public library in an adjacent public library system if the total amount of the reimbursement received by the public library for the preceding year from that adjacent public library system, and from counties and municipalities that are located in that adjacent public library system, is less than the adjusted cost incurred for that year by the public library in honoring these cards.

XII. TECHNOLOGY and YOUTH SERVICES

1. Indicate if your library has an **integrated (automated) system**. If yes, report your vendor and select the appropriate responses for items b.
2. Indicate the **type of Internet connection** your library has.
3. Select the appropriate response for the **library workstation filtering** practices.
4. Indicate if you library has **wireless access** or plans to install wireless access in the next year.
5. Provide the total number of **children registered for or participating in any 2005 summer library programs.**
6. Provide the number of **children who participated in any 2005 summer library programs who were not yet in kindergarten, or who were ages five years and younger.**

7. **Provide the total attendance (children and adult) at children's programs** at the library the summer of 2005.
8. Provide the **email addresses of staff who serve as children, youth, or teen librarians**. If the director serves as this librarian, only that name is needed. Do not list volunteers. If it is necessary to list more than 6 staff members, please contact Barbara Huntington at barbara.huntington@dpi.state.wi.us or (608) 267-5077.

For questions 9 through 15, please check the statement that apply for the library.

XIII. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

Review the list of membership requirements, indicating with a check or an X those that are being met by your library. Unchecked requirements (indicating noncompliance) should be brought to the attention of your system immediately. Non complying libraries will be expected to complete steps necessary to attain compliance with all statutory requirements as soon as possible.

Maintenance of Effort

Indicate whether your municipality's governing body provided funding for your library for **2005** at a level not lower than the average of the previous 3 years (2002, 2003, and 2004).

Indicate whether, as of the date of this report, your municipality's governing body has provided funding for your library for **2006** at a level not lower than the average of the previous 3 years (2003, 2004, and 2005). *If you are unable to determine maintenance of effort for 2006 at this time because of missing data (e.g., an unsettled union contract), please attach a written explanation to the printed copy of this form.*

County or municipal funding which is used to determine the three-year average is defined in *Wis. Statute 43.15(4)(c)5*. The following are not included as funding for purposes of computing the three-year average:
a. Funding received from a state, federal or private source that has been designated as funding for library services.
b. Unspent funding appropriated by a municipality or county for library services for a prior year.
c. For a municipality or joint library, funding received from a county.

Where all library service revenues are provided to the library board, the funding used to calculate the municipal or county three-year average would be the local appropriation for a municipal library or the county appropriation for county libraries. These libraries should classify all income by source (local, county, state, federal, carryover and other) in Section V, LIBRARY OPERATING INCOME. The funding received by the library from the governing body for three-year average calculation will be the amount on line 1, Section V, for municipal and joint libraries, or the amount on line 2, Section V, for county libraries.

Example: A city public library receives county funds for serving county residents, state aid from the system, and a federal LSTA grant. All of these funds are provided to the library board. In addition, the library receives an annual appropriation from the city (this library's governing body). The library reports all income by source in Section V, LIBRARY OPERATING INCOME. For three-year average purposes, the amount entered on line 1, local appropriations, is the amount used in checking for compliance.

For libraries in municipalities where the municipality, or for county libraries where the county, receives funds directly for services provided by the library, the library will have to determine the municipal or

county funding for purposes of calculating the three-year average as defined in the statutes (see above). To determine the library's funding from the library's municipality, or from the county for county libraries, for purposes of calculating the three-year average, do not include funding from federal, state or private sources designated for library purposes, nor library funds carried forward from the previous year. For municipal or joint libraries, do not include funding from the county.

> *Example*: A county pays a city with a library an amount for providing library service to county residents. The city makes an annual appropriation to the library. For purposes of calculating the three-year average, the city's funding for the library is the city's appropriation less the amount received by the city from the county for service provided by the library.

Public libraries needing assistance in calculating maintenance of effort levels should contact their public library system.

XIV. CERTIFICATION

The signatures of the head librarian / library director and library board president certifying this report must be provided.

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

In reference to the public library annual report, *Wis. Statute 43.58(6)(c)* reads as follows:

> The report to the division shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so. The division shall design the form of the statement so that it may be removed from the report and forwarded to the division before it is sent to the public library system.

Indicate on the provided statement that the public library system either **did** or **did not** provide effective leadership and adequately meet the needs of the library. *The library board must approve this statement.* The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. Please provide an explanation of the library board's response.

The statement can be sent directly to the Division for Libraries, Technology, and Community, Learning (DLCL) c/o Alan Zimmerman, P.O. Box 7841, Madison, WI 53707-7841. *The statement page need not be forwarded to your library system with your annual report. The electronic form for this page may also be left blank.* However, the library must file this statement, and as a public document the statement may be provided to your public library system.

Division staff will compile the statements received for each library system. As required by *Wis. Statute 43.05(14),* the Division will conduct a review of a public library system if at least 30% of the libraries in participating municipalities, that include at least 30% of the population of all participating municipalities, report that the public library system did not adequately meet the needs of the library.